



VAL VERDE COUNTY CLERK'S OFFICE

WORK ORDER REQUEST

| 1. FILL OUT ORDER FORM INFORMATION | | EMAIL | TELEPHONE | FAX | IN PERSON |
|---|--|---|----------------------|-----|-----------|
| Document Preparation may take up to 10 Business Days. Order Date: _____ | | Fees / Costs * | | | |
| Your Contact Information: | | Search Fee \$ 10.00 per request (non-refundable) <input type="text"/> <i>Charged if Recording info is not provided.</i> | | | |
| Company Name: _____ | | Copies: \$1.00 per page # _____ pgs. <input type="text"/> | | | |
| Requestor's Name : _____ | | Certification \$5.00 per document # _____ pgs. <input type="text"/> | | | |
| Address: _____ | | Retrieval Fee \$25.00 per request (off-site storage) <input type="text"/> | | | |
| City, State, Zip: _____ | | *Payment and/or a deposit may be required prior to preparation. | | | |
| Telephone: _____ | | Payment Information: | | | |
| Email: _____ | | Amount Due : \$ _____ | | | |
| | | <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order | | | |
| | | Receipt #: _____ | | | |
| <i>The Val Verde County Clerk's Office does not assume any liability for the accuracy of the information contained in recorded documents.</i> | | Order Taken by: | | | |
| I hereby request the following Public Record(s): | | Signature | | | |
| ____ Judgments (Property) ▼ ____ Marriage | | *Note: A request for election related material (not recorded) must be reviewed/approved by the County Clerk or Elections Deputy prior to any preparation/release of the information. | | | |
| ____ Criminal ____ Probate | | | | | |
| ____ Elections * ____ Property ▼ | | | | | |
| ____ Federal Tax Liens ▼ ____ State Tax Liens ▼ | | | | | |
| ____ Others (specify) _____ | | | | | |
| ▼ <i>These records may be searched online at</i> www.texaslandrecords.com | | | | | |
| *TEXAS ELECTION CODE, SECTION 18.009 UNLAWFUL USE OF INFORMATION ON REGISTRATION LIST: | | INFORMATION REQUESTED: | | | |
| a) A person COMMITTS AN OFFENSE if the person uses information in connection with advertising or promoting commercial products or services that the person knows was obtained under Section 18.008. | | _____ | | | |
| b) An offense under this section is a Class A misdemeanor : | | _____ | | | |
| 1. a fine not to exceed \$4,000.00; | | _____ | | | |
| 2. confinement in jail for a term not to exceed one year; | | _____ | | | |
| 3. or both such fine and confinement | | _____ | | | |
| 2. FILL OUT REPORT DELIVERY OPTIONS. | | | | | |
| <input type="checkbox"/> Pick-Up <input type="checkbox"/> Mail <input type="checkbox"/> Email (to above email) | | | | | |
| <input type="checkbox"/> Fax to: _____ | | | | | |
| | | Customer Signature & Date | | | |
| For Internal Use Only | | | | | |
| Approved <input type="checkbox"/> Denied <input type="checkbox"/> | | | | | |
| Administrator's Authorization: | | | | | |
| Signature _____ | | | Date _____ | | |
| Prepared by: | | | | | |
| Signature _____ | | | Date Completed _____ | | |
| Verified by: | | | | | |
| Name _____ | | | Date Completed _____ | | |